

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

**AIR EDUCATION AND TRAINING COMMAND
INSTRUCTION 36-2809**

18 DECEMBER 1998

Personnel



THE AETC ORDER OF THE SWORD

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. It establishes the Air Education and Training Command (AETC) Order of the Sword and outlines procedures to be used by AETC's enlisted personnel to nominate and select outstanding leaders for induction into this order.

SUMMARY OF REVISIONS

Changes references from "senior enlisted advisor" to "command chief master sergeant" (throughout), updates members of the AETC Order of the Sword Committee (paragraph 3.), and changes the induction process (paragraph 5.). A bar (|) in the left margin indicates revised material.

- 1. Objective.** The AETC Order of the Sword is designed to recognize and honor outstanding leaders for conspicuous and significant contributions to the welfare and prestige of the enlisted force. Induction into the Order of the Sword is the highest honor and tribute enlisted people can bestow.
- 2. Master Sword.** The AETC Command Chief Master Sergeant maintains a symbolic master sword on display at Headquarters AETC. Individuals inducted into the AETC Order of the Sword will have a brass plate showing their grade, name, and date of induction affixed to the master sword.
- 3. AETC Order of the Sword Committee.** The AETC Command Chief Master Sergeant will chair the committee. Command chief master sergeants from Air University (AU), Second Air Force (2 AF), and Nineteenth Air Force (19 AF) will serve as members of the committee.

4. Nomination and Selection. Any enlisted person or group of enlisted people in AETC may nominate any individual to be selected for induction into the AETC Order of the Sword. Nomination procedures are as follows:

4.1. Submit the nomination in bullet format with a cover memorandum through the wing command chief master sergeant and applicable AU, 2 AF, or 19 AF Command Chief Master Sergeant to the AETC Command Chief Master Sergeant. The nomination should be concise, but in sufficient detail to substantiate the recommendation. Attachments or additional endorsements are not authorized.

4.2. The AETC Command Chief Master Sergeant will forward the nomination to committee members. After evaluating the nomination, committee members will respond in writing with their recommendation to approve or disapprove the nomination. A three-fourths affirmative vote of the committee is required for approval. The AETC Command Chief Master Sergeant will notify the nomination person (or group), by memorandum, of the committee's approval or disapproval.

5. Induction Process. The AETC Command Chief Master Sergeant will consult with the nominating person to plan the induction and ceremony and ensure AETC Protocol is in the coordination process.

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Commander